

<b>Contact Person</b>	<a href="#">Hiliary Burns</a>	<b>Revision</b>	0
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## INSTITUTIONAL TRAINING COURSE REVIEW PROCEDURE

This procedure will be used to aid in the review of all institutional training courses at Ames Laboratory. This procedure does not cover job (activity) specific training.

### 1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Manager, Environment, Health, Safety and Assurance (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training and Documents Management Office, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

The Training Program seeks to provide a safe work environment for all Ames Laboratory employees by creating and distributing high quality, well-crafted and relevant training sessions that address the current safety needs all Ames Laboratory employees. The Institutional Training Course Review Procedure is an effort led by the Training Office to ensure safety training at Ames Laboratory is regularly reviewed and updated to address changes in DOE orders, Laboratory policies and procedures as well as to ensure best use of information and resources on adult learning, course development and course execution as they relate to individual training topics. This procedure is an essential part of the Ames Laboratory's effort for continuous quality improvement. The components of this procedure will achieve the following goals:

#### 3.1 Address the Relevancy of the Current Course

As Ames Laboratory seeks to conduct work safely, it is imperative that training courses be assessed for relevancy. The work being done across Ames Laboratory is dynamic and ever changing. This requires the Training Office to regularly assess whether or not courses are meeting the current needs of the individuals they are designed to serve. If a technique or process has changed or is no longer in use a course must be archived to make room for a new one that can better serve the needs of the Lab.

#### 3.2 Address the Effectiveness of the Current Course

A training course is effective when knowledge is imparted or a desired outcome emerges in support of specified learning objectives. For training to be successful it must both be properly developed and delivered, but also be understood by the learner. In addition a course is effective if an individual uses the information presented in the course to improve safety practices for themselves, their co-workers and their work space. Effectiveness of courses will be measured through the implementation of course evaluations which measure the immediate perceptions of the quality and usefulness of the training.

### 3.3 Address Best Practices for Adult Learning and Course Development

In order for an important message to reach the intended audience it must be well crafted and delivered. The Training Office seeks to have all courses incorporate the six principles of adult learning (autonomous and self-directed; experienced; goal-oriented; require relevance; practical; need to be shown respect) and utilize techniques that cater to visual, auditory and tactile learning styles. In addition, courses will be assessed for whether or not the teaching methods being used are appropriate to the audience, whether the delivery format is still appropriate and whether the training materials (PowerPoint, flip charts, handouts, etc.) are working toward supplementing learning.

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1. Training Coordinator/Training Office

- Sends a reminder to SMEs to remind of upcoming review process and initiates process.
- Develop, review and compile feedback from course evaluations prior to the start of the review.
- Provide Subject Matter Experts (SMEs) with information and resources on adult learning, course development and course execution relevant to their area of expertise.
- Provide SMEs with relevant course data including, but not limited to: number of people who have taken the course since the last review, number of times the course was offered since the last review, number of people needing the course prior to the next review and the course initiation form.
- Assist SMEs during the review process and provide feedback on the three goals outlined in section 3.0.
- Assist SMEs to identify appropriate reviewers and coordinate and schedule review session.
- Maintain [Training Course Review Feedback Form](#) for feedback sessions with reviewers.

### 4.2. Subject Matter Experts

- Reviews all materials provided by the Training Coordinator/Training Office including compiled course evaluation feedback, course data, and resources on adult learning, course development and course execution.
- Meets with Training Coordinator/Training Office to review the course in relation to the three goals outlined in section 3.0.
- Implements changes to the course after meeting with Training Coordinator/Training Office.
- Identifies potential reviewers and leads review session.
- Implements final changes to course after review session

### 4.3. Reviewers

- Attend an in-person review session to provide constructive and detailed feedback on the course using the [Training Course Review Feedback Form](#).
- It is suggested there be at least three reviewers providing feedback and at least one reviewer be a member of the intended audience.

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## 5.0 PERFORMANCE

All training courses (online and classroom) will be reviewed every two years from the date of the previous review. Review dates will be maintained by the Training Office and reminders of upcoming review will be initiated by the Training Office. Courses can be reviewed at any point during the two years if significant changes are needed as a result of policy change, change in work at the Laboratory or suggestions from course attendees.

### 5.1. Steps to Completing a Review

1. The Training Office emails the SME two months prior to a course's review deadline with all of the necessary data, resources and information to complete the review.
2. The Training Office meets with the SME to discuss the current course, the data collected and changes/improvements that need to be made to the course.
3. SME makes changes and notifies the Training Office the course is ready for review.
4. The Training Office and SME work together to establish a review committee. The Training Office notifies the reviewers and provides them with the [Training Course Review Feedback Form](#) to review prior to attending the review session.
5. Training Office and SME host an in-person review session and gather feedback from the reviewers via the [Training Course Review Feedback Form](#). Any invited reviewers who are unable to attend the in-person session will be provided the opportunity to review the training in hardcopy form.
6. SME gathers the information collected during the review session, makes any additional changes to the course and notifies the Training Office that the course is completed.
7. If the course is in an online format, the Training Office updates the learning management system with the new course. If the course is in a classroom format, the Training Office archives old documents and updates server files and handouts. SMEs use the new course content during next scheduled training session.

## 6.0 POST PERFORMANCE ACTIVITY

All data/resources used and collected during the review process as well as changes made to documents, PowerPoint slides, handouts, etc. will be archived for record keeping purposes.